

## Summary of Changes

to

473.1

Vehicle and Package Inspections

### **Revised Version Issued as 473.1A of 2/24/04**

NETL Order 473.1A, Vehicle and Package Inspections, of 6/21/00, has undergone revisions. This Order has been revised to bring it into compliance with DOE Headquarters security directives and with the NETL organizational structure. Please replace NETL Order 473.1 with NETL Order 473.1A.

# U.S. Department of Energy

National Energy Technology Laboratory

## ORDER

473.1A

DATE: 2/24/04

**SUBJECT:** VEHICLE AND PACKAGE INSPECTIONS, PROHIBITED AND CONTROLLED ARTICLES

1. **OBJECTIVE.** To enhance the safety of employees and visitors, to protect Government property from loss or destruction, and to minimize the unlawful entry of prohibited articles, establish a controlled article process, and minimize unauthorized removal of Government property.
2. **CANCELLATION.** NETL Order 473.1, Vehicle and Package Inspections, of 6/21/00.
3. **APPLICABILITY.** The provisions of this Order apply to all NETL Federal/contractor and visitor personnel when entering or leaving the property protection areas of the NETL. Requirements for limited areas are addressed in Facility Security Plan.
4. **REQUIREMENTS.**
  - a. Unauthorized carrying, transporting, or otherwise introducing or causing to be introduced any dangerous weapon, explosive, or other dangerous instrument or material likely to produce substantial injury or damage to persons or property, into or upon a NETL facility is prohibited.
  - b. All packages and vehicles entering, leaving, or on the NETL facilities are subject to inspection by security personnel.
  - c. Inspections will be limited to NETL areas and will apply to all persons entering or leaving any NETL area, including Federal/contractor personnel employed within the area or visiting such areas.
  - d. Inspections will be implemented in a manner which does not significantly interrupt the ingress and egress of persons who are employees of, or visitors to, the NETL facilities.
  - e. Entry inspection frequency will be based on the requirements set forth in NETL Facility Security Plan (OUO) and linked to the current SECON level. Exit inspections will be conducted on a random basis or as a result of observed activity or information received by the NETL security staff that an incident of unauthorized removal of Government property or possession of prohibited articles has occurred or will occur.

INITIATED BY: Office of the Director

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- f. At the request of the senior union representative, following an inspection involving a bargaining unit employee, NETL will provide the inspection log to the senior union representative within 24 hours.
- g. Persons authorized to conduct vehicle and package inspections include the Facility Security Officer, the alternate Facility Security Officer, and members of the Protective Force Contractor.
- h. Vehicle areas subject to inspection may include, but are not limited to, passenger areas including areas beneath seats, glove, map, or utility boxes and consoles; trunk; and any cabinet or tool box areas attached to the vehicle.
- i. Hand-carried containers subject to inspection may include, but are not limited to, briefcases, lunch boxes, handbags, boxes, paper bags, etc.
- j. Any person refusing to permit an inspection of a vehicle or packages may be denied access to the site and/or may be subject to disciplinary action under the provisions of NETL Order 333.1, Workforce Discipline. In addition, anyone on site refusing to permit an inspection may be subject to disciplinary and/or legal sanctions. For NETL contractor employees, disciplinary action shall be determined by appropriate management officials in accordance with the contractor's personnel policies and procedures.
- k. Access to the site will be denied when individuals are in the possession of prohibited articles unless the individual has proper authorization, defined as either a specific written authorization issued by the Facility Security Officer, the alternate Facility Security Officer, or possession by a law enforcement officer in the performance of official duties.
- l. Possession of prohibited articles or Government property without proper authorization as noted above may subject the employee or visitor to disciplinary or legal action.
- m. Controlled articles can be brought onto the NETL facility through the controlled article process. This process is initiated by the person wishing to bring such articles on the NETL facility. Such permission can be arranged in advance or upon arrival at the facility. The person must inform Security of the need for such permission and the purpose. Security will, at their discretion, issue a pass or deny the request. If the request is denied, the article(s) must remain in the person's vehicle. If the request is approved, the person will be issued NETL Form 473.1-1, Controlled Article Pass. The controlled article pass must be carried with the person and article at all times. For large group events where numerous controlled articles may be desired, a single blanket request can be made to and issued by security, such as for cameras for a retirement party. Controlled articles can only be used in the areas identified in the controlled article pass. Security will also brief the requestor on the restrictions applying to use of the articles.
- n. Removal of government property without authorization is prohibited and may subject the employee or visitor to disciplinary action or legal action. When removing government

property for official use from an NETL facility, employees shall complete NETL Form 580.1-6, Property Pass.

- o. Signs which indicate the pertinent prohibitions and penalties will be posted at facility entrances to provide reasonable notice of the requirements to persons entering the facilities.

5. RESPONSIBILITIES.

- a. The NETL Director shall:

- (1) Ensure employees and Government property are safe and protected.
- (2) Ensure that an inspection program is established and maintained at NETL.

- b. The NETL Facility Security Officer shall:

- (1) Ensure that requirements and procedures are established and maintained for conducting vehicle and package inspections.
- (2) Provide guidance in resolving any incidents and report incidents to NETL management.
- (3) Monitor and evaluate security force performance.
- (4) Investigate and provide guidance in resolving any incidents or make referral to the appropriate authorities.
- (5) Maintain liaison with local, state, and Federal law enforcement agencies.

- c. The Security Contractor shall:

- (1) Conduct inspections in accordance with the requirements described in this document and security procedures.
- (2) Notify the Facility Security Officer of all incident reports in accordance with established written procedures (e.g., post instructions, NETL procedure).
- (3) Notify the NETL Facility Security Officer of all incidents.

- d. NETL Employees shall:

- (1) Adhere to the requirements described in this document and other related security regulations.
- (2) Report violations (known or suspected) of this Order to the Security Office.

6. POLICY. The policy of the National Energy Technology Laboratory is to develop and execute consistent and effective security management systems and programs to prevent loss, theft, or unauthorized removal of Government property and to prevent the introduction of prohibited articles onto the sites without proper authorization.

7. REFERENCES.

- a. DOE Manual 473.1-1, Manual for Protection and Control of Safeguards and Security Interests.
- b. NETL Order 333.1, Workforce Discipline.
- c. Codes of Federal Regulations:
  - (1) 10 CFR 860.4, Unauthorized Introduction of Weapons or Dangerous Materials.
  - (2) 10 CFR 860.6, Posting.
  - (3) 41 CFR 101, Federal Property Management Regulations, 20.301, Inspections.
  - (4) 41 CFR 109, Department of Energy Property Management Regulations, 109-1.5107, Physical Protection of Personal Property.
- d. Forms:
  - (1) NETL Form 473.1-1, Controlled Article Pass.
  - (2) NETL Form 580.1-6, Property Pass.

8. DEFINITIONS.

- a. Controlled Articles -- Articles controlled because of their potential to be used to obtain unauthorized information. Examples include recording equipment (audio, video, optical, or data); electronic equipment with a data exchange port capable of being connected to automated information system equipment; cellular telephones with video/picture capabilities; and cameras (digital/film).  
  
Non-Government owned controlled articles can be introduced to the NETL site property protection areas using the Controlled Article Pass if approved by NETL Security.
- b. Law Enforcement Personnel -- Includes persons authorized by Federal, state, and local statute to carry firearms and other weapons in the performance of their duties. This definition does not include private citizens with a permit to carry a concealed weapon.

- c. Prohibited Articles -- Any dangerous weapon, explosive, or other dangerous instrument or material likely to produce substantial injury or damage to persons or property.

NETL also considers illegal drugs and alcohol to be prohibited articles.

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NETL Director